



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 71702

Agency ID #: 233

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
EMPLOYMENT SECURITY DIVISION
EMPLOYMENT AND TRAINING TECHNICAL UNIT

KEY			
A	-	After Audit	Numerals - Years in addition to current year
CFY	-	Current Fiscal Year	
CY	-	Current Year	TO - Term of Office
P	-	Permanent	S/M - After Scanning/ Microfilming
C	-	Current or as defined	

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise indicated all records series are confidential under AS 23.20.110. This records schedule supercedes #71701.

Statutory/Regulatory Authority: AS 23.20; 8 AAC 85; Social Security Act (Titles III, IX, XI, XII); 20 CFR Chapter V; 5 USC Section 8501-8525; 19 USC Chapter 12; 29 USC Chapter 4B.

The Employment and Training Technical Unit is responsible for the statewide delivery of several reemployment and training programs, the provision of technical guidance to field staff, the public, and management, and the formation of analytical recommendations.

NOTE: Under 4 AAC 59.005 it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director Thomas Nelson	State Archivist <i>Glenn Cook</i>	Date 9/2/08	Attorney General <i>Craig J. Tully</i>	Date 8/20/08
Signature of Division Director/Designee <i>Thomas Nelson</i>	Date 8/11/08	Records Analyst <i>D. Dawson</i>	Date 8/1/08	Commissioner of Administration <i>Mark Johnson</i>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>The Employment & Training Technical Unit will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Trade Adjustment Assistance Program Files (Original):</p> <p>(Electronic):</p> <p>This series documents the Section's administration of the Trade Adjustment Assistance Act which assists workers that have been displaced due to foreign competition with retraining, relocation and job searches. Three-part client files consist of application, correspondence, authorizations, billing, training, relocation and job search information.</p> <p>Arranged alphabetically by last name.</p>	C+2 5	- -	- -	S 5	X	<p>C=After the client is closed out. S=After the files are scanned and images verified under ESD's standard operating policies and procedures, originals may be disposed.</p> <p>Authority: (Trade Act of 1974) 19 USC Chapter 12, Subchapter II.</p>
3	<p>Trade Readjustment Allowance (TRA) Files (Original):</p> <p>(Electronic):</p> <p>The TRA federal program provides additional assistance to workers who have lost their jobs due to increased imports. This series consists of weekly benefit accounting information for those adversely affected workers that qualify for the program and includes TRA claim forms, TRA benefit begin letters, instructional documents, and recommendations.</p> <p>Arranged alphabetically by last name.</p>	C+2 5	- -	- -	S 5	X	<p>C=After the client is closed out. S=After the files are scanned and images verified under ESD's standard operating policies and procedures, originals may be disposed.</p> <p>Authority: (Trade Act of 1974) 19 USC Chapter 12, Subchapter II.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	WOTC Records (Original): (Electronic): This series consists of Internal Revenue Service Form 8850 (accompanied by Form 9061 or 9062; employer is required to submit one or the other), income verification, verification of veteran status (DD214, Armed Forces Report of Separation Form), copies of letters of denial or certification, and computer printouts verifying that individual filed for other assistance programs. Arranged alphabetically by client on a quarterly basis.	C+2	-	-	S	X	C=After the client is closed out. S=After the files are scanned and images verified under ESD's standard operating policies and procedures, originals may then be disposed. WOTC: Worker Opportunity Tax Credit
		5	-	-	5		
5	Foreign Labor Certification Files (Original): (Electronic): This series consists of Application for Alien Employment Certification, correspondence and other certification documents that employers submit for foreign nationals. Documents are submitted in triplicate and two copies are sent to the USDOL. The USDOL makes a final determination and sends certification/denial to the employer and the State. The employer forwards certification to the INS for issuance of a work visa. Arranged by case number.	C+2	-	-	S	X	C=After the client is closed out. S=After the files are scanned and images verified under ESD's standard operating policies and procedures, originals may then be disposed. There are approximately 400 new cases opened each year. The USDOL also maintains a case file. USDOL: US Department of Labor INS: Immigration and Naturalization Service
		3	-	-	3		
6	Needs Related Payments (NRP) (Original): (Electronic): This is a monetary benefit provided to trainees under the WIA or NEG programs. Bi-weekly claim forms are signed by the student and a training facility representative, and then sent to this office for approval and payment. This series includes claim forms, Authorization for Support Services, financial plan, NRP Determination Requests, NRP Information Form. Requirements are similar to UI and TRA benefits. Arranged alphabetically by last name.	C+2	-	-	S	X	C=After the client is closed out. S=After the files are scanned and images verified under ESD's standard operating policies and procedures, originals may then be disposed. WIA: Workforce Investment Act NEG: National Emergency Grant
		5	-	-	5		